



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890606-03

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of The Secretary of State Georgia Real Estate Commission Suite 500 - Sussex Place 148 International Boulevard, N.E. Atlanta, Georgia 30303-1734	Application Number	90-002
Application Number		Date Received NOV - 6 1989	Date Completed FEB 28 1990
2. Person to Contact Durward L. Forbes		Working Title Time-Share Specialist	Telephone Number 404-656-6738
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1983		5. Records Series Title (followed by title used in office; if different) "to date" Post License Course Completion Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers and salespersons, additionally establishing rules and regulations relating to the professional conduct of the real estate licensees in the state of Georgia. The licensing Section is responsible for processing applications submitted for issuance, reinstatement, activation, inactivation, surrender, and transfer of licenses.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Verification licensee completed required post license course in a timely manner from an approved school. Included are: 1983-1986 Post License Course Completion Diary Cards; 4" x 6" cards. 1987-Present, Post License Course Completion Certificates; 8½" X 5½", Yellow. File is arranged: Alphabetically by licensee's last name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Total Accumulation Other (specify) <u>1 6½" X 9½" X 2' Box</u>			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? Entry on education is added to data base

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	2 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need. O.C.G.A. §43-40-8(c): Licensee must furnish the Commission within one (1) year of issuance of license or eighteen (18) months with proper justification, evidence of satisfactory completion of Post License Course. Enough time to correct errors is not the issue; Course completion within the given time frame is. 890606-07 has no bearing on this issue. Subject of that schedule is unrelated.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

**See page 3, attachment #1, for additional information.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>CLC/K</i>	10-30-89	<i>R. D. Warrington</i>	10-31-89
890606-03	**See page 4 for signatures		State Records Committee (Signature)
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	Date		
90-002	<div style="border: 1px solid black; height: 100px; width: 100%; position: relative;"> <div style="position: absolute; top: 0; left: 0; right: 0; bottom: 0; border-left: 2px solid black; border-right: 2px solid black; border-bottom: 2px solid black;"></div> </div>		

(Reverse Side)

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Attachment #1 to Real Estate Commission Schedule:

Control # 890606-03, "Post License Course Completion Files".

Additional Information

1. Post License Course Completion Files cards were kept only from '83 to '86. Certificates for this period can not be located. Commissioners believes they were burned in fire.
2. Record series started in '83 - no earlier records.
3. Information after 1986 has been entered on computer. Commission has been advised that they need to schedule all computerized records. Even though computer entry could verify education completed Commission wants to keep paper certificate "just" for back up" for 2 years.

STATE RECORDS COMMITTEE
RECORDS RETENTION SCHEDULE APPLICATION
SIGNATURE SHEET

Sheet 4 of 4

Schedule # 90-002
Date Approved FEB 28 1990
Application # 89-06-03

APPROVED

DATE

Governor/Designee:

W. H. Rogers

2/13/90

Commissioner,
Administrative Services/Designee:

Larry Clark

2/28/90

State Auditor/Designee:

W. T. Lewis

2.13.90

Secretary of State/Designee:

Edward Weldon

8 Feb 1990